

STUDENT LEAVE OF ABSENCE FORM

Evidence both in College and nationally suggests that there is a strong link between a child's attendance and its performance in school examinations. Consequently **the College will not authorise holidays taken in term time**. If you decide to take a holiday during term time it is a requirement that you complete this form and send it into the College as soon as possible. It is particularly important to recognise that, in the rapidly changing world of examinations, an absence may coincide with a key external examination assessment period which will seriously impact on your child's final results. **Our policy is to charge the full fees for examinations that are missed**, except in exceptional circumstances. Please make yourself aware of the dates during which examinations will take place before considering any holiday plans.

If a short absence is known in advance, for example a medical/dental appointment we ask you to notify the College in advance, using the student planner. For other proposed absences, including sporting or cultural events, please complete the form below and return it to College. Please note, despite you informing us of an absence in advance it will not automatically be authorised and we would highlight the fact that even authorised absences may impact on your child's educational achievement.

Hope Valley College will only authorise absences if it is considered that any of the following apply:

- The activity cannot take place out of school time
- The absence will not jeopardise the student's education
- It is essential for the student's overall welfare

Only in exceptional circumstances will we authorise absences that result in students missing examinations.

STUDENT'S NAME **TUTOR**.....

ADDRESS.....

I wish to apply for permission for leave of absence for the following dates:

from..... to

Reason:

I confirm that the above absence is essential and cannot take place outside College time.

SignedParent/Carer

Date

**THIS FORM SHOULD BE SUBMITTED BY PARENTS/CARERS TO
THE DEPUTY PRINCIPAL AT LEAST TWO WEEKS IN ADVANCE OF ABSENCE**

Action:

Authorised (note in planner to confirm) – signed:

Not Authorised (phonecall to discuss) – signed: